

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, April 9, 2019 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, Fire Chief Stieve, T. Pinion, members of the press and others.

The Pledge of Allegiance was given.

Moved by Ellington, seconded by Sloan and carried to approve the minutes of March 26, 2019.

Moved by Alt, seconded by Wedekind and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATION-

The Mayor read a proclamation declaring:

- April 2019 as National Autism Awareness Month

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

The Mayor congratulated Fire Chief Kevin Stieve who is celebrating his 25th anniversary with the Baraboo Fire Department. Congratulations Kevin!

CONSENT AGENDA

Resolution No. 18-145

THAT the Accounts Payable, in the amount of \$609,013.38 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 18-146

That the following budget amendments are authorized:

- 1st Quarter, 2019 City-Wide Budget Amendments for \$346,336

2019 1st Quarter Budget Amendments

Supplemental Budget

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Fire	100-21-49310-000	Fund Balance Applied_Donations	-	(1,542)	(1,542)
Fire Protection	100-21-52200-346-400	Uniforms - Designated	-	1,542	1,542

To create budget for Fire Helmets & Liners

Capital Projects

Parks	430-52-48300-000	Sale of Assets	(28,000)	(9,500)	(37,500)
Parks	430-52-55200-814-000	Equipment Purchases	61,000	9,500	70,500

To create budget for trade-in value skidsteer

BID

BID	390-69-49300-000	Fund Balance Applied	-	(5,000)	(5,000)
Community Development	390-69-56700-300-972	Promotions	20,500	5,000	25,500

To utilize reserves for branding initiative

General Fund

City Administrator	100-14--49300-000	Fund Balance Applied	-	(2,220)	(2,220)
Administration	100-14-51400-215-000	Professional Services	500	2,220	2,720

To utilize fund balance for Mueller Communications High School incident

General Fund

General Government	100-10-49300-000	Fund Balance Applied	(683,294)	(139,544)	(822,838)
Finance	230-11-43531-610	Taxi Capital Grant	(29,600)	(28,941)	(58,541)
Finance	230-11-49300-000	Fund Balance Applied	-	(7,235.00)	(7,235.00)
General Government	430-10-49300-000	Fund Balance Applied	(1,813,860)	(9,963)	(1,823,823)
General Government	490-10-49300-000	Fund Balance Applied	-	(136,952)	(136,952)
Parks	870-52-49300-000	Fund Balance Applied	(57,200)	(5,439)	(62,639)
Data Processing	100-10-51450-814-000	Equipment Purchases	16,810	6,688	23,498
Storage Buildings	100-31-51630-822-000	Building Improvements	10,000	24,752	34,752
Street Maintenance	100-31-53300-364-000	Signs & Materials	27,500	1,125	28,625
Snow & Ice	100-31-53350-361-000	Blades & Plow Materials	12,000	3,545	15,545
Snow & Ice	100-31-53350-814-000	Equipment Purchases	-	77,573	77,573
Civic Center	100-52-55130-822-000	Building Improvements	30,700	16,413	47,113
Zoo	100-52-55410-260-000	Repair & Maint Serv-Buildings	4,900	2,800	7,700
Pool	100-53-55420-822-000	Building Improvements	-	6,648	6,648
Taxi Transportation	230-11-53500-810-000	Vehicle Purchase	37,000	36,176	73,176
Parks	430-52-55200-821-000	Land or Land Improvements	137,000	9,963	146,963
Public Works	490-31-53240-810-000	Vehicle Purchase	101,500	136,952	238,452
Zoo	870-52-55410-861-000	Facilities Improvements	20,700	5,439	26,139

To create budget for 2018 Open POs

2019 1st Quarter Budget Amendments**Budgetary Transfers****General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Parks	100-52-55200-822-000	Building Improvements	4,500	(4,500)	-
Parks	100-52-55200-814-000	Equipment Purchases	7,500	(2,500)	5,000
Zoo	100-52-55410-814-000	Equipment Purchases	4,500	7,000	11,500

To transfer Tommy Gate and shed \$ for freezer

General Fund

PS/Admin Building	100-11-51640-260-000	Repair & Maint Serv-Buildings	17,492	(4,000)	13,492
PS/Admin Building	100-11-51640-220-000	Telephone	2,036	4,000	6,036

To transfer funds for CCC Technologies Phone

Corson Square

CDA Ordinary Maint	980-67-44000-350-000	Repair & Maint Materials	24,500	(3,000)	21,500
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CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials	17,500	(3,000)	14,500
CDA Ordinary Maint	980-67-44000-281-000	Snow Removal & Mowing	3,000	3,000	6,000
CDA Ordinary Maint	981-67-44000-281-000	Snow Removal & Mowing	3,000	3,000	6,000

To transfer funds for snow plowing services

Donahue Terrace

CDA Ordinary Maint	980-67-44000-260-000	Repair & Maint Serv-Buildings	30,000	(16,000)	14,000
CDA Ordinary Maint	980-67-44000-390-000	Other Supplies & Expense	(15,000)	16,000	1,000

To transfer funds for bed bug infestation

General Fund

PS/Admin Building	100-11-51640-222-000	Electricity	41,000	(5,000)	36,000
PS/Admin Building	100-11-51640-223-000	Heat	6,000	5,000	11,000

To transfer funds for heat being underbudgeted

Donahue Terrace

CDA Ordinary Maint	980-67-44000-350-000	Repair & Maint Materials	27,000	(5,500)	21,500
CDA Ordinary Maint	980-67-44000-392-000	Small Equipment Purchase	1,500	5,500	7,000

To trsfr funds for refrigerator & other equipt

General Fund

Machinery & Equipment	100-31-53240-348-000	Gas. Diesel. Oil. Grease	15,000	(4,000)	11,000
Street Maintenance	100-31-53300-348-000	Gas. Diesel. Oil. Grease	12,000	(3,000)	9,000
Snow & Ice	100-31-53350-348-000	Gas. Diesel. Oil. Grease	16,000	7,000	23,000

To transfer funds for snow&ice over budget

Moved by Petty, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

2ND READING ORDINANCES

Moved by Sloan, seconded by Petty and carried unanimously to approve the 2nd reading of **Ordinance No. 2516** amending Chapter 17.18(4) and the Zoning District Map rezoning tax parcels 206-1152-99500, 206-1152-99510, & 206-1152-99800 from A-1 Agricultural Transition to I-4 Planned Industrial/Business.

NEW BUSINESS

Resolutions:

Resolution No. 18-147

Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin: To authorize the City Administrator to sign the agreement with Sauk County MIS.

Moved by Wedekind, seconded by Plautz and carried that **Resolution No. 18-147** be approved-9 ayes.

Resolution No. 18-148

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin: To adopt the revised Purchasing Policy for the City of Baraboo.

Moved by Ellington, seconded by Sloan and carried that **Resolution No. 18-148** be approved-9 ayes.

Resolution No. 18-149

Resolved by the Common Council of the City of Baraboo, Sauk County, Wisconsin: To adopt the City of Baraboo Information Technology Use Policy.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 18-149** be approved-9 ayes.

Resolution No. 18-150

WHEREAS, Federal monies are available under the Wisconsin Community Development Block Grant (CDBG) program, administered by the State of Wisconsin, Department of Administration, Division of Energy, Housing and Community Resources (DEHCR), for the improvement of public facilities (CDBG-PF); and

WHEREAS, after public meeting and due consideration, the Citizen Participation Committee has recommended that an application be submitted to the State of Wisconsin for the following project:

The Reconstruction of Lake Street from Walnut Street to Springbrook Drive

WHEREAS, it is necessary for the Common Council to approve a **Residential Anti-Displacement and Relocation Assistance Plan**.

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Baraboo in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Baraboo will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- ☒ Coordinate code enforcement with rehabilitation and housing assistance programs.
- ☒ Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- ☒ Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- ☒ Target only those properties deemed essential to the need or success of the project.
- ☒ Additional action that will be taken to address local needs & priorities, as determined by the Unit of General Local Government (UGLG).

Relocation Assistance to Displaced Persons

The City of Baraboo will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation

Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Baraboo will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

*Before entering into a contract committing the City of Baraboo to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Baraboo will make public by **[describe how, such as publication in a newspaper of general circulation]** and submit to HUD [the State, under the State CDBG Program] the following information in writing:*

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Baraboo will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City of Baraboo may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The Community Development Authority of the City of Baraboo (608-355-2700) is responsible for

tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The Community Development Authority of the City of Baraboo (608-355-2700) is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Baraboo does approve this Residential Anti-Displacement and Relocation Assistance Plan.

Moved by Plautz, seconded by Wedekind and carried that **Resolution No. 18-150** be approved-9 ayes.

Ordinances:

Moved by Sloan, seconded by Kolb and carried unanimously to approve the 1st reading of **Ordinance No. 2517** amending Section 3.15, Procedure for Competitive Bidding, of the Baraboo Municipal Code to account for the Common Council's adoption of the City's Purchasing Policy.

ADMINISTRATOR AND COUNCIL COMMENTS – None.

REPORTS and MINUTES

The City officially acknowledges receipt and distribution of the following:

Reports:

- 1st Qtr. 2019 Financial Reports
- March 2019 Building Inspection

Minutes from the Following Meetings -

Finance/Personnel Committee – Dennis Thurow Committee Room, #305

March 26, 2019

Members Present: Petty, Thurow, Sloan

Absent: none

Others Present: Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, John Bare, Joe Colossa

Call to Order –Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of March 12, 2019. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council approval of the accounts payable for \$962,974.32. Motion carried unanimously.
- Approve the 2018 4th Qtr. Budget Amendments** The Committee reviewed the amendments 2018 4th Qtr. Budget amendments. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.
- Approve a Budget Amendment of \$2,770 for a proposal from United Systems Associates, LLC to monitor the Delta Controls, provide preventative maintenance and offsite support for the Baraboo Municipal Building C.** Haggard explained that was initially estimated at \$1,500 because we were unsure of what the needs would be. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.
- Authorize the City Administrator to submit a grant application to WEDC, Wisconsin Economic Development Corporation, on behalf of the Al Ringling Brewery project.** Adm. Geick introduced John Bare and Joe Colossa from the Al Ringling Brewery to the Committee and explained that we are applying to WEDC for some grant funds to help them out with their project; they are principally self-funded for their project. This business fits into the downtown very well, it is supportive of the downtown business community and it's also helping to preserve the mansion. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council for action.

Informational Items

- a) City Attorney's report on insurance claims – We have received another claim for a pothole but Atty. Truman has not yet reviewed this claim. She will provide an update at the next meeting.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:40pm.

Baraboo Economic Development Commission**March 7, 2019****I. Call to Meeting to Order and Note Compliance with Open Meeting Law**

Chair Jim Bowers called the meeting to order at 5:34 PM at the Baraboo High School, 1201 Draper St, Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call

Present: Bowers, Alt, Ayar, Palm, Platt-Gibson, Reppen, Taylor, Wastlund, White
Absent: Alt, Umhoefer, Bingle, Caflisch
Other: Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented

Taylor (1); Ayar (2)

Aye: All via voice vote

Nay: None

IV. Approve Minutes

Motion to approve the minutes for February 14, 2019 with the addition of MSA Professional Services for a future presentation

Wastlund (1); Johnson (2)

Aye: All via voice vote

Nay: None

V. Public Comment**a. Presentation regarding the April 2, 2019 School Referendum****b. Tour of High School Facilities and Renovations**

Superintendent Dr. Lori Mueller, School Board member Mike Kohlman and High School Principal Glenn Bildsten presented the need for the currently proposed referendum. They indicated how this current request is a major part of their overall capital improvements for all school facilities. With the completion of the High School renovations the other facilities still need renovations.

The tour of the High School included the new areas and how the older areas have been upgraded. Overall the facility's renovation will ensure a better learning environment.

VI. Old Business**a. Updates on Development Activities**

Ed Geick provided a written update on Development Activities. A copy of the report is attached.

b. Updates from Plan Commission and Council

Mayor Palm spoke on the following items:

- The Lake Street project is scheduled for 2019. A Public Hearing is scheduled for March 11, 2019 and the City Council will address the issue on March 12, 2019.

c. Update from economic development partners and collaborators

- Mr. Reppen indicated that they have had some success in their recent employment activities. He also indicated that the County is in the process of reviewing a potential Nursing Home and the downtown parking issue.
- Mr. Taylor indicated that the loan delinquencies at the bank are down.
- Ms. Platt-Gibson gave an update on the hiring of a new Oncologist for St Clare. He both lives and works in Baraboo. The Hospital is also looking at expansions into the Dells area.
- Mr. White indicated that the SCDC has their annual meeting upcoming. They will be awarding several businesses for their efforts.
- Mr. Johnson that livestock sales are down due to the weather. This has caused an increase in pricing.
- Mr. Bowers updated the committee on the construction of the kayak launch in West Baraboo. He also updated the homeless shelter has been receiving mixed reviews with their residents.

d. Consideration of development of a strategic plan for BEDC**i. Ad Hoc Committee on Eastside Corridor Study**

No updates

ii. Ad Hoc Committee on Business Walk

No updates

VII. New Business

None

VII. Update Partner Presentation Schedule

St Clare President Laura Walczak will be presenting at the April meeting.

VIII. Commissioner and City Staff comments**IX. Adjournment**

Motion to adjourn the meeting was made at 7:34 pm.

Ayar (1); Reppen (2)

Aye: All via voice vote

Nay: None

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID), BOARD OF DIRECTOR'S**March 20, 2019****Members Present:** S. Fay, B. Stelling, T. Wickus, L. Steffes, H. Kierzek, S. Byberg**Members Absent:** D. Ender, N. Marklein Bacher**Also Attending:** Ed Geick**Call to Order:** Sarah Fay presided over the meeting, called it to order at 5:48 PM and noted compliance with the Open Meeting Law.**Meeting Minutes:**

Moved by Steffes, seconded by Stelling and unanimously carried to approve the minutes of February 20, 2019.

Agenda: Moved by Wickus, seconded by Byberg and unanimously carried to approve the agenda as published.**Reports of Officers and Committies**

Ed Geick introduced Heather Kierzek to the Board

- Appearance Committee – Planters are cleaned up.
- Parking Committee – Preparing RFP for weed removal; Parking lots need more maintenance
- Promotions Committee – Full page promotion in Devil's Lake guide and in map; Doing redesign for banner by Johnsen.

Old Business:

Joint Parking Committee by Sarah Fay – Meeting last week; Reviewed county employee letters and discussed options; Sending out survey on tenant and employee parking; Ed discussed some of the other parking issues.

New Business:

1.	Vouchers	Skillet Creek Media	\$	125.00
		Next Level Creative		522.50

TOTAL: 647.50

Moved by Wickus, seconded by Byberg, and unanimously carried to approve the vouchers.

2. Budget – Take funds from parking lot account to cover accounting transfers.

Moved by Stelling, seconded by Wickus and unanimously carried to approve Ed Geick's memo and fund transfers as noted above.

Correspondence & Announcements:

Dana Ender would like to leave Board.

Shelly Mordini has expressed an interest in serving on Board.

Next Meeting: Wednesday, April 24, 2019 at 5:45pm, Committee Room #205.**Adjournment:** Moved by Steffes, seconded by Byberg to adjourn at approximately 6:32 p.m.

Copies of these meeting minutes are on file in the Clerk's office:

Library Building & Grounds, Friends	3-13-19, 3-19-19, 3-21-19, 3-29-19, 3-12-19
PFC	2-18-19, 2-20-19
Airport	10-8-18
CDA Loan Review	1-30-19
Public Arts	2-22-18, 2-28-19
CDA Board & Exec.	2-21-19
Ambulance Comm. & Ad-Hoc	1-23-19

Petitions and Correspondence Being Referred –

Thank You card from the family of Dave Deppe.

ADJOURNMENT

Moved by Petty, seconded by Kolb, and carried on voice vote, that the meeting adjourn.

Brenda Zeman, City Clerk